



Handbook – for short policies & procedures

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Contents

1. Introduction	2
2. Nursery Mission & Principles	3
3. Nursery Values & House Characters	3
4. Nursery Ratio & Staff Supervision of Children Policy	4
5. Key Person Procedure	4
6. Arrival & Departure Policy	4
7. Settling in Procedure	5
8. Accident Procedure	5
9. Dummy Procedures	6
10. Sun Cream Policy	6
11. Food & Drinks Procedure	7
12. Positive Behaviour & Anti-Bullying [a shortened version]	7
13. Biting Procedure [a shortened version]	8
14. Mobile Devices & Images: [a shortened version]	9
15. First Aid: [a shortened version]	9
16. Illness & Temperature Procedures: [a shortened version]	10
17. Intimate Care: [a shortened version]	10
18. SEND: [a shortened version]	11
19. Complaints Procedure: [a shortened version]	12
20. Buccal Midazolam (see First Aid & Medicine Policy)	12
21. Alcohol & Substance Misuse Procedure	12
22. E-Safety Procedures	13
23. Sleep Time Procedure	15
24. Transition Room to Room	16
25. Transition to School Procedure	16
26. Attendance Policy	16
27. Child Missing from Early Education	18
28. Failure to Collect	19

1. Introduction

Little Prep Nursery prides itself on the quality of the education and care provided to its children. To facilitate the same standards across all staff, and to support parent understanding of our procedures we have key policies in place. For longer policies, they are set out as standalone (such as the Child Protection policy).

This Handbook collates policies (less than a page) to keep key information in one place and to support ease of information for staff and families.

A shortened version of key policies can also be found in this handbook. Please note that the full policy should be reviewed as the shortened version is for reference only.

2. Nursery Mission & Principles

Little Prep Nursery, as part of Stratford Preparatory School, shares the same ethos and vision for the children in our care. As a specialist part of the setting for Early Years Education, this vision is tailored to the ages of the children in our care.

Our Nursery Mission

To develop the happiness, confidence and skills of each child so they can be successful learners, resilient individuals and aspirational for their future

Our guiding principles are:

- > Children can only fulfil their potential when they are happy, confident and self-assured
- > We prioritise the wellbeing of each child so that they can be resilient, capable, confident and self-assured
- > We create an enabling environment that responds to children's individual needs and interests and recognises children are learning constantly
- > We model positive relationships for children at all times
- > We have the highest expectations for every child's learning and development at each stage

3. Nursery Values & House Characters

Our Nursery Values:

- > **HONEST**: we support children to be truthful, to take responsibility for their actions and to know right from wrong.
- > **HARDWORKING**: we support children to try their best, to be resilient and to have perseverance to achieve their goals.
- > **KIND**: we support children to be kind, to know how to be a good friend and how to show sensitivity to their own and others' needs

At Little Prep Nursery, the School Values transition to the School Houses. **Veritas (Honest & Integrity)**, **Dedicas (Hard work & Dedication)** and **Amicus (Kindness & Friendship)**. To support integration of these values into day-to-day life in the Nursery, the children learn about the following Characters;

- > **VERITAS THE OWL**: Veritas is a wise, honest owl, who helps children learn about the right actions to take, telling the truth and always telling a safe adult.
- > **DEDICAS THE BEAR**: Dedicas is a brave bear, who helps children learn about trying their best and always giving new things a go. Dedicas helps children know it's ok not to get it right the first time and that doing your best is what really matters.
- > **AMICUS THE LION**: Amicus is a friendly and kind Lion, who helps children know to be a good friend, to share with others and know how to help others smile each day.



4. Nursery Ratio & Staff Supervision of Children Policy

Little Prep Nursery ensures highly qualified staff work with the children within the following staff / child ratios:

- > Baby Room [Under 2 years] – 1 member of staff to 3 children
- > Toddler Room [2-3 years] – 1 member of staff to 5 children
- > Pre-School [Over 3 Years] – 1 member of staff to 8 children¹

This staff member will ensure each child's personal needs are met and they are developing appropriately.

If a member of staff leaves the room or playground area where they are on duty, they should always inform the room leader or senior staff. The supervision of sleeping babies is by 10-minute checks by staff and recorded accordingly.

The number of children will be checked throughout the day and particularly if they leave the nursery building, such as lunch times for over two's and playtimes.

5. Key Person Procedure

We promote a Key Person policy/procedure system throughout the whole of the setting. Every child and family that attends our setting has a designated Key Person. The role of the Key Person is:

- > To build close relationships with the child and the family
- > To ensure that children feel settled, safe and secure in our setting
- > To record and monitor children's individual progress using the Development Matters curriculum
- > To communicate and meet with children's families to share information
- > To extend learning and development
- > To support the setting SENDCo where necessary to support children's development

This staff member will ensure each child's personal needs are met and they are developing appropriately.

6. Arrival & Departure Policy

Arrival and departure for children is an important part of a successful transition from home (or back to home). Little Prep Nursery recognises the importance of this point of contact and seeks to create the highest standards of care.

- > Departure times of all children are recorded, and parents are made aware that they are responsible for their children when leaving the nursery.
- > Children are only released to the care of individuals named by the parent; this is recorded on the child registration form.
- > Parents must inform the nursery staff if an unknown adult or someone other than the usual person is collecting and if this is known in advance the parent/carer will be asked to provide a photograph of the person. The collecting adult will then be asked to bring a form of ID with them. A password is also provided by the parent as a secondary way to verify an adult's identity. If nursery staff cannot verify an adult's identity, the parents/carer will be contacted, and the child will remain in the care of the nursery until verification is made.

¹ If Pre-School are working with a qualified teacher, such as for Drama, P.E, Spanish or Design, we may operate on 1:13 for this age range as per the regulations.

On arrival;

- > The member of staff who opens the door should greet the child and parent with a friendly greeting and a smile.
- > Arrival time is a good time for any information to be relayed between the Nursery and the parents.
- > If a parent wants to remain for a short while to settle their child, then they are welcome to do so. When a parent decides to leave, they are encouraged to say goodbye and then leave quickly. Any lengthy parting or indecision to leave may upset the child.
- > The staff are welcoming and reassuring taking time for each child as he/she arrives so that they settle happily into the Nursery day. Sometimes a child may get very upset when their parent leaves. If this is the case the parent will pass the child to the key person wherever possible who will then comfort and settle him/her.
- > New parents and parents with any concerns are reminded that they are most welcome to phone the Nursery at any time.

7. Settling in Procedure

We understand that starting at a new nursery is an important change for both children and their families. As such, Little Prep Nursery seeks to be supportive during the settling in period.

We have the following procedures to support settling in;

- > Each child has a key person who will be in regular communication
- > New children and families are made to feel welcome
- > All staff are made aware of new children joining the setting
- > Families are given the time they need to speak with the Nursery Leadership team and to feel they have shared the information necessary for an effective settling in
- > Children are offered settling-in sessions to aid transition
- > Parents complete a detailed form to share information about their child to aid transition and settling in
- > Nursery staff will always be on hand at collection and drop off to communicate with parents

8. Accident Procedure

Accidents can be very distressing for anyone involved. This procedure seeks to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

Accidents

Location of accident files: Recorded Digitally within the Famly App in each tablet within the classroom.

- > The person responsible for reporting accidents or incidents is the member of staff who witnesses the incident. They must record it in the Safeguarding Option within the Famly App and report it to the Nursery Manager/ Deputy. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must acknowledge the Accident. Parents should also be notified at the door during handover or via a telephone call for head bumps.
- > Accident forms are checked regularly for patterns e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the Nursery Manager/ Deputy.

- > The Nursery Manager/ Deputy will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- > The Accident File will be kept for at least 21 years and three months.
- > Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- > Where medical treatment is required the Registered Person, Nursery Manager/ Deputy will also inform the insurance company in writing.
- > The Nursery Manager/ Deputy will report any accidents of a serious nature to Ofsted where necessary.

Transporting Children to Hospital

- > Refer to First Aid & Medicine Policy

9. Dummy Procedures

We realise that a dummy can be a source of comfort for a child who is settling in and/or upset, and that it may often form part of a child's sleep routine.

As babies grow older, they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds, they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be.

The overuse of a dummy may restrict these movements from taking place and therefore effect a child's language development.

Our nursery aims to:

- > Discuss the use of dummies with parent/carer(s) as part of younger children's individual care plans;
- > Only allow dummies if a child is really upset for comfort or as part of a sleep routine;
- > If a dummy falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary;

When discouraging the dummy staff will:

- > Have a designated place for the dummies to be stored, which the child will be aware of;
- > Comfort the child and if age/stage appropriate explain why they are not allowed the dummy in a sensitive and appropriate manner;
- > Distract children's attention with other activities and ensure they are settled before leaving them to play;
- > Offer other methods of comfort such as a toy/teddy or blanket;
- > Explain to the child that they can have their dummy when they get home or a bedtime;
- > We will offer support and advice to parent/carer(s) to discourage dummy use during waking hours at home and suggest ways to wean the dummy from the child.

10. Sun Cream Policy

It is our policy that all children who attend the nursery must wear sun cream during the summer months and warm weather. They will also be required to wear hats to help prevent damage to the skin from the sun.

Parents/carers will be asked to provide these items:

- > Sun Cream to store at nursery with the child's name clearly on it. Dates checked for expiry and used within date (new cream yearly).
- > Hat to protect from the sun with child's name also on.

For hygiene reasons each child must have their own sun cream, and this will be labelled and placed in a box within each of the rooms.

All parents and carers are asked to sign an agreement form that allows staff to apply sun cream on their child when they feel necessary.

During the hot weather staff will keep the child's attendance in the sun to certain times to allow for the midday sun.

If your child has a medical reason, which prevents them from wearing sun cream, the nursery will ask the parent/carer to provide a suitable alternative.

11. Food & Drinks Procedure

Nursery is a nut free zone.

All food provided to the children attending the setting is healthy. Hot meals are freshly prepared in the main school kitchen. Children are offered a range of healthy snacks throughout the day such as bread sticks and fruit.

During school holidays (approx. 16 weeks), hot meals are freshly prepared off site by a reputable educational food provider and delivered to the nursery. Staff are effectively trained to ensure that food is at the appropriate temperature before serving it to the children.

The children are offered several portions of fruit and vegetables throughout the day, during morning snack, lunch time, afternoon snack and tea. Children only drink water or milk when at the setting unless stated otherwise by the parent / carer.

At snack times various different foods will be offered to allow children to taste a variety of various snacks from other cultures and countries, parents are also asked when settling in if there are different types of food the children like so we can introduce it to everyone.

Any food brought into the setting must be clearly labelled with ingredients. This includes Birthday Cakes and Snacks.

Food is stored in the correct place at all times. The fridge temperature is checked and recorded every day and cleaned at least once a week. Everything in the fridge has a label regarding the use by date, name of who it belongs to and the contents.

Children with allergies and cultural preferences have their dietary requirement displayed in each room so staff are aware of their preference or allergy.

12. Positive Behaviour & Anti-Bullying [a shortened version]²

At Little Prep Nursery, we believe that children thrive in an environment where they feel safe and happy. Our policy aims to promote positive behaviour and address any behavioural issues constructively so that all children can thrive in a positive and supportive environment for children.

² The full policy is available on the Little Lodge website and on request from the Nursery Manager

1. **Promoting Positive Behaviour:** We praise and reward positive behaviour and provide a positive model for children. Our core values include honesty, hard work, and kindness.
2. **Behaviour Management:** We use consistent rules and positive reinforcement to encourage good behaviour. Unacceptable behaviour is addressed quietly and respectfully. *Corporal punishment and techniques that single out and humiliate children are not used.*
3. **Anti-Bullying:** Bullying is not tolerated and is dealt with immediately. We encourage children to understand that certain actions are right and others are wrong.
4. **Exclusions:** If unwanted behaviour persists, we may track the child with regular observations, put in place a risk assessment, and consider an individual behaviour plan. In extreme cases, temporary suspension or permanent exclusion may be necessary.
5. **Recording Incidents:** Incidents of a physical nature are recorded on the Family App and in the nursery's Incident Log. All children's information is stored securely.

13. Biting Procedure [a shortened version]³

At Little Prep Nursery, we understand that biting can be a common behaviour in young children. Our policy aims to manage biting incidents effectively while ensuring the safety and well-being of all children.

1. **When a Child is Bitten:**
 - > The bitten child is our priority. We comfort and reassure them immediately.
 - > If the skin is unbroken, we apply a cold compress to reduce swelling. If the skin is broken, we use a dry compress and may seek medical advice.
 - > The incident is recorded, and parents are informed. Due to confidentiality, we do not disclose the identity of the child who bit.
2. **When a Child Bites:**
 - > The child who bites is taken aside and explained why the behaviour is unacceptable.
 - > Parents are informed of the incident. If biting persists, we discuss strategies with parents to prevent future incidents.
3. **Potential Triggers for Biting:**
 - > Exploration, teething, seeking attention, frustration, and environmental factors can trigger biting.
 - > We consider these triggers and work to address them.
4. **Strategies to Manage Biting:**
 - > Increase supervision during specific times of the day.
 - > Encourage positive behaviour and provide activities to release frustration.
 - > Evaluate and adjust routines to meet children's needs.
5. **If Biting Continues:**
 - > We carry out observations to identify triggers and patterns.
 - > A consultation meeting with parents is arranged to develop strategies.
 - > In extreme cases, where all strategies have been exhausted, we may review whether we can meet the child's needs.

³ The full policy is available on the Little Lodge website and on request from the Nursery Manager

14. Mobile Devices & Images: [a shortened version]⁴

At Little Prep Nursery, we prioritise the safety and welfare of children. As such, we have clear policies on the use of mobile phones, devices and cameras.

1. **Use of Cameras:** Cameras, including those on a device, are used for educational purposes and recording achievements. Personal devices must never be used and only school issued, secure devices used. Parents can take images at events with prior permission.
2. **Use of Devices at Little Prep Nursery:** all adults, including staff, must not use their phones on the Nursery site, where children are present, during Nursery hours. Staff mobile devices are kept in a secure location away from children's classrooms. Nursery devices are available for specific activities, such as Educational Visits.
3. **Social Networking:** Little Prep Nursery staff are advised not to post anything on social networking that could offend others or impact the nursery reputation. Personal details should not be shared on social networking sites and Little Prep Nursery staff are advised not to accept social networking requests from families from the nursery.

15. First Aid: [a shortened version]⁵

At Little Prep Nursery, we prioritise the proper training, clear procedures and effective communication to ensure the health and safety of everyone at the Nursery.

1. **Roles and Responsibilities:**
 - a. School Nurse: Supports the Nursery Manager in identifying and supporting pupils with medical conditions, ensuring an adequate supply of medical materials, and summoning medical help when needed.
 - b. First Aid Team: Trained to provide immediate treatment, send pupils home if necessary, and complete accident reports.
 - c. Nursery Manager: Ensures the presence of trained first aid personnel, completes risk assessments, and reports incidents to the HSE when necessary.
 - d. Nursery Staff: Follow first aid procedures, know who the first aiders are, and complete accident reports.
 - e. Parents/Carers: Provide up-to-date information about their child's medical needs and participate in the development and review of individual healthcare plans.
2. **First Aid Procedures:** In case of an accident, the closest staff member assesses the injury and seeks assistance from the School Nurse or a qualified first aider. Parents are informed of accidents and first aid given the same day
3. **Storage and Administration of Medication:** Medicines are stored safely and administered according to clear procedures. Parents must provide written consent for the administration of medicines
4. **Emergency Medication for Anaphylactic Shock:** Pupils with known allergies have an Individual Health Care Plan (IHCP) and access to emergency adrenaline auto-injectors
5. **Accidents/Illnesses Requiring Hospital Treatment:** The nursery is responsible for calling an ambulance and informing parents. A staff member stays with the pupil until the parent arrives
6. **Defibrillators:** The school has a defibrillator as part of its first aid equipment, and first aiders are trained in its use

⁴ The full policy is available on the Little Lodge website and on request from the Nursery Manager

⁵ The full policy is available on the Little Lodge website and on request from the Nursery Manager

16. Illness & Temperature Procedures: [a shortened version]⁶

At Little Prep Nursery, we aim to promote the good health of children by following Public Health England guidelines and maintaining good hygiene practices. Our policy emphasizes the importance of following these guidelines to prevent the spread of infections and ensure the health and safety of children and staff at the nursery.

1. Children Should Not Attend Nursery If:

- > They are too unwell to carry out their daily routine.
- > They meet the criteria from the guidance on infection control in schools and other childcare settings

2. Medical Based Exclusions:

- > Children with symptoms such as diarrhoea, sickness, fever, conjunctivitis, ear infections, head lice, impetigo, hand, foot and mouth disease, and communicable diseases like chickenpox, measles, mumps, meningitis, and hepatitis are excluded based on specific criteria
- > For example, children with diarrhoea and/or sickness are not allowed back into nursery for 48 hours after the last episode

3. Child with a Suspected Temperature:

- > A fever is considered a high temperature of 38°C or more.
- > If a child has a high fever (38°C or more), verbal permission is sought from parents to give paracetamol immediately, and parents must collect the child, and the child is made comfortable until collection

4. Medications:

- > Written consent from parents is required for administering medications.
- > Emergency paracetamol can be administered with prior consent.
- > Prescription medicines are only administered if prescribed by a doctor, dentist, nurse, or pharmacist

5. Additional Notes:

- > Children should not be undressed or sponged down to cool them.
- > Aspirin should not be given to children under 16 unless prescribed by a doctor

17. Intimate Care: [a shortened version]⁷

The policy covers procedures for intimate care, including nappy changing and toileting, and should be read in conjunction with the Safeguarding & Child Protection suite. Little Prep Nursery emphasises the importance of maintaining children's privacy, dignity, and safety during intimate care routines, while also ensuring staff are supported and trained to perform their duties confidently

1. Definitions: Intimate personal care includes hands-on physical care in personal hygiene and physical presence or observation during such activities. This can involve tasks like toileting, dressing, and applying medical treatment

2. Intimate Care: Nursery staff are responsive to children's needs while maintaining professionalism. Intimate care routines, such as nappy changing and toileting support, are essential to meet children's basic needs. These actions are usually carried out on a one-to-one basis by the child's key person

⁶ The full policy is available on the Little Lodge website and on request from the Nursery Manager

⁷ The full policy is available on the Little Lodge website and on request from the Nursery Manager

3. **Professional Abuse and Safeguarding Issues:** The policy includes measures to safeguard children and staff during intimate care routines. Staff are trained in safeguarding and behaviour management techniques, and the nursery conducts regular risk assessments
4. **Cleanliness of Changing Areas & Toilets:** High levels of hygiene are maintained in changing areas and toilets to prevent the spread of infections. Staff are encouraged to notify the Nursery Manager if facilities are not up to standard
5. **Nappy Changing Procedure:** The procedure includes steps like wearing gloves and aprons, collecting changing items beforehand, and ensuring children are not left unattended. The changing unit is sanitized after each use
6. **Toileting Support Procedure:** Children are encouraged to use the toilet independently, but staff provide support when needed. The procedure includes steps like supervising children, using protective equipment, and sanitizing the toilet area after each use. The nursery encourages children's participation in toileting procedures
7. **Confidentiality:** Sensitive information about a child is shared only with those who need to know. Communication about intimate care is done through face-to-face meetings, phone calls, or emails, ensuring privacy and dignity for the child
8. **Working in Partnership with Parents:** The nursery works closely with parents to ensure children's needs are met. Parents provide a change of clothes and are informed about the procedures followed during changing.

18. SEND: [a shortened version]⁸

At Little Prep Nursery, we are committed to providing an inclusive environment where all children can reach their full potential. Our Special Educational Needs and Disabilities (SEND) policy outlines how we support children with additional needs. We aim to provide the highest level of care and support for children with SEND, working closely with parents to ensure their needs are met.

1. **Early Identification:** We focus on early identification of any difficulties your child may have. This helps us provide the right support as soon as possible.
2. **SENCO Role:** Our Special Educational Needs Coordinator (SENCO) ensures that the objectives of the SEND policy are reflected in our daily practice. The SENCO liaises with parents and professionals, promotes staff development, and maintains the SEND register.
3. **Access to Curriculum:** We provide access to a broad and balanced curriculum for all children, including those with SEND. This includes differentiated activities and alternative communication methods to meet individual needs.
4. **Graduated Response:** When there is a concern about a child, we offer different opportunities or use alternative approaches to their learning. We record observations and consult with parents to address and monitor the concern.
5. **Special Facilities and Staffing:** We have high adult-to-child ratios, differentiated resources, and access to specialist equipment if needed. We work in partnership with parents and other agencies to support children with SEND.
6. **Request for Statutory Assessment:** If additional support is needed, we may seek help from external services. This involves a multi-disciplinary assessment to determine the best way to support your child.
7. **Monitoring and Evaluating:** The SEND policy is continually monitored and evaluated to ensure its effectiveness. We involve parents in regular reviews and meetings to discuss their child's progress.

⁸ The full policy is available on the Little Lodge website and on request from the Nursery Manager

- 8. Complaints:** If you have any concerns about the SEND provision, please bring them to the attention of the SENCO. If the issue is not resolved, it can be escalated to the Nursery Manager.

19. Complaints Procedure: [a shortened version]⁹

At Little Prep Nursery, we strive to provide high-quality education and care for your children. However, if you have any concerns or complaints, we are committed to addressing them promptly and fairly.

- 1. Informal Complaints:** If you have a concern, please raise it informally with your child's key worker or room leader. We aim to resolve informal complaints within five working days.
- 2. Formal Complaints:** If your concern is not resolved informally, you can submit a formal written complaint to the Nursery Manager or Compliance Officer. We will investigate and respond within ten working days.
- 3. Panel Hearing:** If you are still not satisfied, you can request a panel hearing. A panel of at least three people, including one independent member, will review your complaint. The panel's findings will be communicated within five working days.
- 4. External Agencies:** For complaints about Early Years Foundation Stage (EYFS) requirements, you can contact Ofsted after completing the nursery's procedure. For other complaints, you can refer to the Department for Education (DfE).

Confidentiality and Record Keeping: We maintain confidentiality and keep a written record of all complaints for seven years. These records are available to Ofsted and ISI upon request.

20. Buccal Midazolam (see First Aid & Medicine Policy)

As per statutory guidelines, Buccal Midazolam will only be administered to a child by the practitioners at The Nursery who are trained to do so. Also per statutory guidelines, the medication cannot be given to the child if it is not clearly marked with the child's correct information and been prescribed by the child's doctor.

The Nursery have the right to request new Prescriptions be given to leave at the nursery, should they be 3 months from expiration date.

Buccal Midazolam will be kept in the room in which the child is in, in an easily accessible place only to staff members. All Buccal Midazolam trained The Nursery staff are to be aware of the keeping place of the Buccal Midazolam. Should the child be taken off site, a staff member who is trained is to be with the child and have on them; 1 dose of Buccal Midazolam as well as the child's health care plan and emergency card (with information for an ambulance if necessary).

If the child has had a seizure whether at home or in Nursery, and Buccal Midazolam has been given, they are to stay home for 24hrs in case another seizure is to take place. They may return 24hrs after their dose of Buccal Midazolam and if they are well within themselves. The Nursery staff have the right to send home a child if they feel that they are unwell due to a high temperature (38 degrees or above) or not well within themselves.

21. Alcohol & Substance Misuse Procedure

Alcohol

Under the Health and Safety at Work Act 1974 & The Management of Health and Safety at Work Regulations 1999, companies have a legal requirement to provide a safe working environment for all of their employees. At Little Lodge, we also have a duty to provide this for the children in our care.

⁹ The full policy is available on the Little Lodge website and on request from the Nursery Manager

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery will investigate the matter and it is likely that disciplinary process will be initiated as a result of which action could be taken, including dismissal. If they are a parent a judgement call will be made to ascertain if they are suitable to care for the child. In some cases, the second contact on the child's registration form will be called to collect them. If a child is thought to be at risk the child protection procedure will be followed and the police may be called.

If anyone arrives to the nursery in a car under the influence of alcohol the police will be contacted. Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises, during working hours Monday to Friday, 8am till 6pm.

Substance misuse

Anyone who arrives at the nursery under the influence of illegal drugs will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which is likely to lead to consideration of disciplinary action, as a result of which dismissal could follow.

If they arrive in a car under the influence of illegal drugs the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. found in possession of illegal drugs will be asked to leave, the police will be called and if they are a member of staff, serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

Safeguarding

If a parent or carer is clearly under the influence of the alcohol, or under the influence of illegal drugs and it is believed the child is at risk, we will follow our safeguarding procedures, contact social services and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary if the police will be called. Where an illegal act is suspected to have taken place, the police will be called.

22. E-Safety Procedures

This section should be taken in conjunction with the Stratford Prep School Online Safety Policy and the wider Safeguarding and Child Protection Suite.

We ensure that children and young people are protected from potential harm both within and beyond the setting.

We aim to show how parents/carers and staff support these procedures to safeguard the children in our care. It will also detail how staff and parents will be educated in the safe and responsible use of ICT resources. The term 'e-safety' is used to encompass the safe use of all technologies in order to protect children, young people and adults from potential and known risks and is interchangeable with "Online Safety".

We will:

- > Educate all staff about using new technologies.
- > To provide discussions on agreed use of the ICT equipment
- > To ensure adults are clear about procedures for misuse of any technologies and show use of a flowchart if misuse is detected.
- > To develop links with parents/carers and the wider community ensuring input into policies and procedures with continued awareness of the benefits and potential issues related to technologies.
- > Train and implement the E-Safety policy in practice with all staff and take responsibility for ensuring e-Safety is addressed.

- > Ensure time and resources will be provided and staff to be trained and update policies, where appropriate.
- > Ensure that all safeguarding guidance and practices are followed.
- > Endeavour to ensure that all the following are put in to place:
 - > Anti-virus and anti-spyware software.
 - > Using an accredited ISP (Internet Service Provider).
 - > Awareness of wireless technology issues.
 - > A clear policy on using personal devices.
- > Ensure that any misuse or incident has been dealt with appropriately, according to policy and procedures.
- > Establish and maintain a safe ICT learning environment.
- > Report issues and update the Designated E-Safety leader on a regular basis.
- > Liaise with the safeguarding co-ordinator to make sure all policies are up to date and correct.
- > Update staff training (all staff) according to new and emerging technologies.
- > Keep a log of incidents for investigation to help future development and safeguarding.
- > Ensure that staff can check for viruses on laptops, standalone PCs and memory sticks or other transferable data files to minimise issues of virus transfer.
- > Ensure there is regular monitoring of internal e-mails, where:
 - Blanket e-mails are discouraged
 - Tone of e-mails is in keeping with all other methods of communication

It is the responsibility of all adults within the setting to:

- > Ensure that they know who the Senior Designated Lead (DSL) person for Safeguarding is
- > Where an allegation is made against a member of staff it should be reported immediately to the Senior Designated Lead
- > In the event of an allegation made against the Manager, follow correct procedures
- > Alert the manager of any new or arising issues and risks that may need to be included within policies and procedures.
- > Ensure that children and young people are protected and supported in their use of technologies so that they know how to use them in a safe and responsible manner.

Personal safety – ensuring information uploaded to web sites and e-mailed to other people does not include any personal information such as:

- > Full name (first name is acceptable, without a photograph).
- > Address.
- > Telephone number.
- > E-mail address.
- > Age or DOB.
- > Names of parents.

Photographs should only be uploaded on the approval of a member of staff and parent/carer. Staff should monitor the content of photographs uploaded on the computer system.

Staff should be allowed to bring in personal mobile phones or devices for their own use but **must not use phones in the building unless in restricted areas such as office or staff room and on breaks and they sign to say that they are switched off whilst staff are in the nursery. (See policies on mobile phones)**

23. Sleep Time Procedure

Cots

All sleeping arrangements are agreed with the child's parents / guardians and vary from child to child. All staff are aware of each child's needs in their care. Bedding is changed accordingly. At no time do children share bedding. The cots are included in the risk assessment for the room which is undertaken every morning.

All staff are aware of Sudden Infant Death Syndrome (SIDS), which is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined.

In the belief that proactive steps can be taken to lower the risk of SIDS in childcare settings and that parents/carers and childcare professionals can work together to keep babies safer while they sleep, this nursery will practice the following safe sleep policy:

- > All staff members receive training on our safe sleep policy.
- > Babies are always placed on their backs to sleep unless there is written parental permission
- > FSID recommends that babies are placed on their backs to sleep but when babies can easily turn over from their backs to stomach, they can be allowed to adopt whatever position they prefer to sleep.
- > Visual supervision is required at least every 10 minutes. The staff visually check by going into the room. Staff are aware of the physical signs to check for when a baby is sleeping, as per the safer sleeping guidance. Staff record the check on the Family app.
- > Steps will be taken to keep babies from becoming too warm or overheating by regulating the room temperature, avoiding excess bedding and not overdressing the baby. Room temperature will be kept in accordance with recommendations (18 degrees Celsius).
- > Babies' heads are not to be covered with blankets or bedding

"Sleep is essential for a human being to maintain the delicate balance of health necessary for its very existence and survival. Sleep is therefore a fundamental and basic requirement without which the existence of life itself would be in peril terming it a basic human right" **We are therefore, advised not to deprive children of their basic needs, including sleep.**

Pushchairs

The above procedure applies when children are sleeping in push chairs. Parental consent is also gained prior to the child sleeping in a push chair.

Floor Beds

All children sleeping on floor beds received their own bedding which is washed at the nursery on a regular basis depending on the days in which they attend the nursery. The sleeping times are recorded on the Family app. Children are comforted by nursery staff and sleep time music. The sleeping times are in accordance with the parent's request.

Rest Time

All rooms have an appropriate area where children can relax and rest if required. Once children are in the sleep room they are checked at least every 10 minutes, and these checks are recorded on the Family app. The child's sleeping times are recorded on the Family app for parent's information. The children are comforted by staff during sleeping times. The staff follow the parents' personal routine wherever possible.

Staff are able to advise and support parents regarding sleeping arrangements, patterns etc.

24. Transition Room to Room

Children will only move rooms when ready based on their social and emotional developmental needs. The use of continuous provision throughout the setting means that there is a sense of continuity during transition. The community feel that we strive to create means that children are familiar with each room and the staff well in advance of their moving up date.

Parents will always be consulted before room moves start a parent will be given the next rooms Welcome Pack and any other relevant information before starting. The parent will be consulted about settling in visits. The child's key person will attend the child's first visit and at various times after to make sure the child is happy and content within the next room. No child will move rooms until the child, parent and old and new key person are happy to do so.

25. Transition to School Procedure

Each child's key person will propose a meeting with the child in question's teacher. We will also provide every school with the relevant information and paperwork regarding each child. The new teacher will be invited to see the child at nursery to see him/her in a familiar place.

If the child is moving from Little Prep pre-school to Stratford Preparatory School Reception, the Nursery Manager and Pre-School Lead will work with the reception teacher to provide an extensive transition for the child with transition sessions throughout the pre-school year with Stratford Preparatory School Staff.

26. Attendance Policy¹⁰

Good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. Even if a child only has a part-time place, regular attendance is still especially important. Attending nursery helps children establish routines of going to school regularly and being on time, which can help them make a smooth and positive transition to reception.

This policy sets out the procedures in place to promote and monitor attendance within our Early Years Setting and the steps that will be followed if a child is absent from the setting. It also explains the importance and benefits of regular attendance.

Little Prep Nursery will;

- > Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.
- > Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- > Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating, 'good' and 'improving' attendance.
- > Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

¹⁰ This procedure is based on Warwickshire guidance for EYFS settings

Working with parents

The setting will make its policy on attendance clear to parents and children through sharing information and expectations prior to admission.

The systems and procedures in place to promote children's attendance and punctuality will continue to be shared with parents at a universal level through parents' newsletters, online apps, and emails.

Leaders, Managers, and staff will work with parents to address specific aspects of attendance or punctuality, which cause concern through discussion and where appropriate standardised letters will also be used where a parental response and signature is required.

Recognising the factors affecting attendance.

Whilst attendance at nursery is not statutory, authorised absence is only normally granted in the following circumstances:

- > Illness of the child
- > Illness of siblings or parents
- > Health Services Appointments
- > Holidays
- > Religious observance
- > Emergency circumstances

Where these circumstances arise parents should inform the nurse on the first day of absence or prior to the first day of absence.

Monitoring attendance and punctuality

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns.

All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children and learners stop attending.

In our Early Years provision, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

All managers and staff are particularly aware of the need to monitor groups such as children who are in receipt of two-year-old funding, and those for whom we receive Early Years Pupil Premium, as these groups are considered to be vulnerable learners

Procedures for recording, monitoring and following up non-attendance

Daily Registration

Arrival times for the children are recorded within the Family app. Children's attendance or non-attendance will be recorded.

Nonattendance

If a child is absent and we are informed of their reason for absence this will be recorded on the register.

If a child is absent without an explanation, a telephone call will be made to the parents to establish the reason for the absence.

If no contact is made, then the following process will be followed.

1. A telephone call to parent's carers work or training provider will be made.
2. An email to parents will be sent.
3. Calls to other emergency contacts, including other family members listed as emergency contacts, will be made to try to establish why the child is absent.
4. Calls to the siblings' schools, nurseries or childminders will be made to establish if they or the sibling can confirm the child's whereabouts.

If contact cannot be made by telephone call a home visit may be carried out and a contact post card will be posted through your door.

If following this no contact is made, and there is cause for concern that the child whereabouts remain unknown, the health visiting service, your child's GP and Children and Families services will be contacted to ascertain if family support may be needed. In more urgent cases, the Police may be contacted to carry out safe and well checks.

Family Connect (formally Children and Families Front Door) 01926 414144 (Monday to Thursday: 8.30am – 5:30pm / Friday: 8.30am – 5:00pm)

If there is an immediate risk of harm to the child, then call 999.

Outside office hours call the Emergency Duty Team on 01926 886922

27. Child Missing from Early Education¹¹

Whilst there is statutory guidance for local authorities regarding children of statutory school age who are missing from education there is no equivalent national guidance for children of non-statutory school age (under 5s).

All agencies and services including early years providers are committed to working together to safeguard Warwickshire's children. Addressing attendance issues at the earliest possible stage is vital to ensuring children's safety and well-being. No child should be allowed to slip through the net and become a 'missing child'.

Little Prep Nursery will ensure that we have up to date contact details for parents/carers, including a personal mobile number and email address, employment or training contact (if appropriate) and at least one emergency contact in addition. Little Prep Nursery will, from time to time, remind parents of the need to inform the nursery of any change to the contact information.

In addition to our absence procedures (see #24), Little Prep Nursery will follow a step-by-step approach if we believe a child may be missing from Early Education;

1. Check whether other staff have received a message or have information about the child's absence
2. Attempt to contact parents/carers using personal contact numbers – a phone call followed by a text message if necessary – if contact is made and there are no concerns no further action is required. If contact is made and concerns are raised, we may need to contact other agencies or services in order to support the child and family, e.g. Health visitor. We will record the absence, the reason and any action taken, in the child's file.

¹¹ This procedure is based on Warwickshire guidance for EYFS settings

3. If contact is not made, we will attempt to contact the parent/carer on their employment or training contact number. If contact is made and there are no concerns no further action is required. Record the absence and the reason in the child's file.
4. If we are unable to contact parents/carers, we will try to contact any emergency contact(s) to try to establish the whereabouts of the parents/carer and child.
5. If we know that there are siblings and the school that they attend, we are then advised to contact the school, state who we are and where you are calling from and ask to speak to the DSL or Headteacher regarding a concern about a child. Check whether the sibling(s) are in school.
6. If sibling(s) are in school, the DSL or Headteacher can check with them as to where the younger child is – there may be a simple explanation and parent/carer has forgotten to let you know.
7. If siblings are also absent check whether school has been able to contact parent/carer or emergency contacts. If no contact has been made discuss the risks with the DSL or headteacher and whether further action is needed. If no further action is needed on this occasion record all of the actions taken in the child's file.
8. If the child receives Early Education Funding, we are obliged to contact the Early Years Funding team to check whether the child has been registered at another setting email:
eyfunding@warwickshire.gov.uk
9. If after following the steps above, no contact is made with the child and family, we will then contact Warwickshire Early Years Safeguarding Adviser that the child is potentially missing on 01926 742549 or earlyyearsadvisors@warwickshire.gov.uk. The child's details will be recorded on the CMEE database along with the provider details. Information will be shared with Warwickshire CME team and School Admissions as necessary.
10. If there are concerns that the child may be at risk of harm or significant harm, we will follow our setting's safeguarding procedures.
11. If the child is a 'looked after child' or is already known to Children's Services, we are obliged to contact the named Social Worker or the Mash team to inform them of the child's absence.

Little Prep Nursery will always contact parents/carers on the child's first day of absence. If no contact has been made on the second day of absence and we have additional concerns about absence, we may contact the Police on 101 and ask for a safe and well check to be carried out. We will also make Ofsted aware of an incident within 24 hours.

If at any point in this process we are concerned about a child and believe them to be at risk of harm or significant harm, we will contact Family Connect (formally Children & Families Front Door) on 01926 414144

28. Failure to Collect

The Nursery opening hours are 8am to 6pm. We understand that emergencies happen and will support our families as much as possible. If a parent is going to be late to collect their child, he/she must do the following;

- > Call the Nursery Office (or the school office via Reception) as soon as possible to advise of their situation
- > Ask a designated person to collect their child wherever possible
- > Inform the setting of this person's identity so that staff can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation
- > If the designated person is not known to the setting staff the parent must provide a detailed description of this person and communicate a safety password for the Nursery/Pre School to release the child into their care. **This is the responsibility of the parent.**

In the instance of a child not being collected from the setting without prior notice from the parents, after 10 minutes has been allowed, the following procedure will be initiated by staff;

- > Inform the Nursery Leadership Team. If they are unavailable, a DSL from Stratford Prep School, such as Scott Powell.
- > The Nursery Leadership Team will work through contacts, including emergency contacts, to make contact with parents.
- > Correct staff ratios will be maintained. If outside of normal working hours, at least two staff will remain with the child.
- > Calls in these circumstances will be logged in the incident log sheet.

To provide this additional care a late fee as per the Terms & Conditions will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal hours may incur. The current cost is £15.00 per 10 minutes of additional care provided

If no contact can be made within 30 minutes, the Nursery Leadership team will ring **Warwickshire Emergency Duty team** on **01926 886922**.

In the event of the Emergency Duty Team being called and responsibility for the child being passed to a child protection agency, the Nursery Leadership Team will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone. Furthermore, a note will be left on the door of the Early Years premises informing the parent, carer, or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Emergency Duty team.

Ofsted will be informed of an incident of this nature within 24 hours.